A close up of a logo

Description automatically generated

# STUDENT ORG

TRANSITION CHECKLIST

Guide Created by Binghamton University

#### STUDENT ORG TRANSITION CHECKLIST

* Register and/or re-register your organization by filling out the appropriate forms.
* Add new Officer(s) to your Group on the platform.
  + How to add new Officers:
    - Log Into [Custom platform link](https://www.campusgroups.com/home_login).
    - Go to Your Group.
    - Click ‘Officers.’
    - Click the Gold ‘+ Add Officer’ Button (Top Right Corner).
    - Type the email, net ID or name Info for the new Officer(s) you want to add.
    - Click their names when they pop up.
    - Click the yellow ‘Add’ button.
      * You can also modify your Officers’ permissions by clicking the ‘Permissions’ button (top right corner) and choosing exactly what you want specific Officers to be able to do.
  + *Contact your administrators to add a new Officer(s) to a Group if for some reason, no one in the Group can add new Officers.*
* Create and/or pass over any internal training materials.
  + *Contact your administrators if additional materials are needed.*
* Have new Officer(s) attend a general and/or feature specific platform training session. These are the trainings we currently offer:
  + General Training
  + Attendance Tracking
  + Form & Event Features
  + Tracks & Checklists
  + Officer Transitions
  + Marketing & Roster Outreach
* Make sure any forms or surveys on Google Forms, Survey Monkey, etc. are moved to your group.
* Set up a meeting with an administrator to decide what additional training is needed.
* Contact or set up a meeting with Giovanna to brainstorm what additional ways the organization can be using B-Engaged.
  + *Consider old integrations, new features available, etc.*

#### NEED MORE HELP?

1. Explore CampusGroups Resource Articles [http://help.campusgroups.com.](http://help.campusgroups.com/)
2. Click “?” on bottom right to access CampusGroups Support.
3. Email campus contacts (insert campus contact emails).